

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency, code agency subelement
and submitting office number
EP00

B. Request Status (Mark (X) one)

☐ Resubmission
Correction

☒ Initial
Cancellation

Section A - TRAINEE INFORMATION

Please read instructions on page 5 before completing this form.

1. Applicant Name (Last, First, Middle Initial) PARKER, MICHELLE, E		2. Social Security Number/EHR/ Employee Number XXX-XX-XXXX / 00031648		3. Date of Birth (yyyy-mm-dd) XXXX-XX-XX	
4. Home Address (Number, Street, City, State, ZIP Code) Parker, CO, 80134		5. Home Telephone (including Area Code)		6. Position Level (Mark (X) one only)	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) U.S. EPA 1595 Wynkoop Street Denver, CO, 802021129		8. Office Telephone (include Area Code and Extension)		9. Work Email Address parker.michelle@epa.gov	
10. Position Title HR Specialist (Employee & Labo		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
12. Type of Appointment 10	13. Education Level (Click link to view codes or go to page 7) 10	14. Pay Plan GS	15. Series 0201	16. Grade 13	17. Step 08

Section B - TRAINEE COURSE DATA

1a. Name and Mailing Address of Training Vendor (No. Street, City, State, ZIP Code) Nicoletti Flatter & Associates 3595 South Teller Street, Suite 310 Lakewood, CO 80235		1b. Location of Training Site (if same, mark box) <input type="checkbox"/> 1595 Wynkoop Street Denver, CO 80202	
1c. Vendor Telephone Number 303/989-1617		1d. Vendor Email Address jpsych46@aol.com	
2a. Course Title Workplace Violence Consult 4hr	2b. Course Number Code N/A	3. Training Start Date (Enter Date as yyyy-mm-dd) 2013-10-01	4. Training End Date (Enter Date as yyyy-mm-dd) 2014-08-04
5. Training Duty Hours 6.00	6. Training Non-Duty Hours	7. Training Purpose Type (Click link to view codes or go to page 9) 05	8. Training Type Code (Click link to view codes or go to page 9) 01
9. Training Sub Type Code (Click link to view codes or go to page 9) 16	10. Training Delivery Type Code (Click link to view codes or go to page 12) 01	11. Training Designation Type Code (Click link to view codes or go to page 13) 05	12. Training Credit
13. Training Credit Type Code (Click link to view codes or go to page 13) 04	14. Training Accreditation Indicator Check Below <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	15. Continued Service Agreement Required Indicator (Check Below) <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd) 2014-08-04
17. Training Source Type Code (Click link to view codes or go to page 13) 03	18. Training Objective Assist management with workplace violence		
19. AGENCY USE ONLY 2013-08-23 01:08:54 PM			

Section C - COST AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation / Fund	Item	Amount	Appropriation / Fund
a. Tuition and Fees	\$ (b)(4) 00	<i>See Below</i>	a. Travel	\$	
b. Books & Materials			b. Per diem		
c. TOTAL	\$ (b)(4) 00		c. TOTAL	\$	
3. Total Training Non-Government Contribution Cost 600.00			6. BILLING INSTRUCTIONS (Furnish invoice to): US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER 4930 OLD PAGE ROAD (D143-02) RESEARCH TRIANGLE PARK, NC 27709		
4. Document / Purchasing Order / Requisition Number T 13086HR073					
5. 8 Digit Station Symbol (Example - 12-34-5678) 68014922					

U.S. Office of Personnel Management


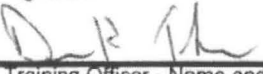

Page
NSN 7540-01-008-3901

Standard Form 182
Revised December 2006
All previous editions not usable

2013 T 086I000 2229F2 2501
2013 2014 B 086I000 2229F2 2501

T 13086HR073

Section D - APPROVALS

1a. Immediate Supervisor - Name and title Dunlap, Bridget R. Supervisory Human Resource Spe	
1b. Area Code / Telephone Number	1c. Email Address Dunlap.Bridget@epa.gov
1d. Signature 	1e. Date 8/23/13
2a. Second-line Supervisor - Name and title Wong, Judith Asst Reg Admr/Tech & Mgmt Srvc	
2b. Area Code / Telephone Number 303 312-6298	2c. Email Address wong.judith@epa.gov
2d. Signature 	2e. Date 8/23/13
3a. Training Officer - Name and title Scholten, Karolina M Human Resources Specialist	
3b. Area Code / Telephone Number 303-312-6418	3c. Email Address scholten.karly@epa.gov
3d. Signature 	3e. Date 8/26/13

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY -- Bills should be sent to the office indicated in item C6. Please refer to the number given in item C4 to assure prompt payment.



Document Review

Compass Document: RQ 1308GHR073

08/23/13

Document Summary:

Doc Type: RQ

Doc No: 1308GHR073

External Doc No:

Commitment Date: 08/23/13

Closed Date:

Servicing Finance Office: 08

Original Amount: \$600.00

Available Amount: \$600.00

Description: Workplace Violence Consult Hours (4) - Parker

Extended Description:

Workplace Violence Consult Hours (4) - Parker

Document Details: **Expand**

Line#	Line Amt	Obligated Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$0x4 00	\$0.00		\$0x4 00	2013	T	08G1000	ZZZGF2	0800BM00	2501			
2	\$0x4 00	\$0.00		\$0x4 00	20132014	R	08G1000	ZZZGF2	n/a	2501			

Document Activity:

Warehouse HomepageEPA@Work Home | EPA Intranethttp://V1742TRTA Y003 aa.ad.epa.gov/neis/ifms_doc.resolve

This web page was last updated on 05/20/2013.

For issues, please contact: EPA Call Center - (866) 411-4372

ENTERED INTO IFMS

AUG 23 2013

Funds Certifying Official

Hattori, Nobuko

From: Hattori, Nobuko
Sent: Monday, August 26, 2013 2:43 PM
To: 'jpsych46@aol.com'
Subject: FW: T1308GHR073
Attachments: Document.pdf

Hi John,

Attached is a letter with billing information and our order #T1308GHR073 authorizing 4 hours of "Workplace Violence Consultation". If you need additional information, please contact me.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303

-----Original Message-----

From: Scan to Email from 3174MR [<mailto:r8printer.mail@epa.gov>]
Sent: Monday, August 26, 2013 2:21 PM
To: Hattori, Nobuko
Subject: T1308GHR073

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.

Hattori, Nobuko

From: RTPReceiving@epa.gov
Sent: Monday, August 26, 2013 3:05 PM
To: Hattori, Nobuko
Subject: AUTOMATED REPLY: Your email to RTPReceiving has been delivered. A copy is enclosed. Please be advised that any correspondence received after 4:00pm Eastern Standard Time will be processed on the next business day.

Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303

-----Original Message-----

From: Scan to Email from 3174MR [<mailto:r8printer.mail@epa.gov>]
Sent: Monday, August 26, 2013 2:21 PM
To: Hattori, Nobuko
Subject: T1308GHR073

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.

(See attached file: Document.pdf)

[attachment "Document.pdf"]

Hattori, Nobuko

From: Hattori, Nobuko
Sent: Monday, August 26, 2013 2:49 PM
To: Parker, Michelle
Subject: FW: Approval of Training - T1308GHR073
Attachments: T1308GHR073,Parker,Michelle.pdf

A copy of your approved SF-182 training agreement is attached.

This is to notify you that your training for:

Workplace Violence Consulting (4 Hours)
October 01, 2013 – August 04, 2014

has been approved. The training request number assigned is T1308. To ensure that your registration was received by the vendor, please contact them to confirm your enrollment. It is imperative that you maintain a training file with all approved SF 182 forms as documentation of the training you have taken. Should you have any questions, please contact Karly Scholten at 312-6418.

Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303

Hattori, Nobuko

From: Hattori, Nobuko
Sent: Tuesday, August 27, 2013 7:33 AM
To: 'jpsych46@aol.com'
Cc: Parker, Michelle
Subject: RE: T1308GHR073

Hi John,

This order is for consultations – I will have Michelle Parker contact you when she returns to the office.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303

From: jpsych46@aol.com [mailto:jpsych46@aol.com]
Sent: Monday, August 26, 2013 7:41 PM
To: Hattori, Nobuko
Subject: Re: T1308GHR073

Got it. Thanks. However, I have not been contacted regarding a training.

John

John Nicoletti, Ph.D., ABPP
Board Certified Specialist in Police and Public Safety Psychology

-----Original Message-----

From: Hattori, Nobuko <Hattori.Nobuko@epa.gov>
To: jpsych46 <jpsych46@aol.com>
Sent: Mon, Aug 26, 2013 2:43 pm
Subject: FW: T1308GHR073

Hi John,

Attached is a letter with billing information and our order #T1308GHR073 authorizing 4 hours of "Workplace Violence Consultation". If you need additional information, please contact me.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303

-----Original Message-----

From: Scan to Email from 3174MR [<mailto:r8printer.mail@epa.gov>]

Sent: Monday, August 26, 2013 2:21 PM

To: Hattori, Nobuko

Subject: T1308GHR073

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 8
1595 Wynkoop
DENVER, CO 80202
<http://www.epa.gov/region08>

August 26, 2013

Nicoletti Flatter & Associates
3595 S. Teller Street, Suite 310
Lakewood, CO 80235

Dear Sir/Madam:

Enclosed is an Environmental Protection Agency training contract, which authorizes the following employee(s):

Group

to attend: **Workplace Violence Consultation (4 Hours)**
on these date(s): **October 01, 2013 – August 04, 2014**

Please send your invoice to:

US Environmental Protection Agency
RTP-Finance Center
4930 Old Page Road (D143-02)
Research Triangle Park, NC 27709

Please reflect this tracking number on your invoice: **T1308GHR073**

To be certain that payment is not delayed, please be sure that the information on your invoice matches that in Block 1a of our training contract. You must include your federal TIN and the EPA employee's name on your invoice. As we are only authorized to make payments after services have been rendered, please mail your invoice after the completion of the event or course. If you have any questions or concerns, I can be reached at (303) 312-6418. It is a pleasure to do business with you.

Regards,

A handwritten signature in black ink, appearing to read "Karly Scholten", written over a horizontal line.

Karly Scholten
Regional Training Officer

Hattori, Nobuko

From: Hattori, Nobuko
Sent: Tuesday, August 27, 2013 9:17 AM
To: 'jpsych46@aol.com'
Cc: Parker, Michelle
Subject: T1308GHR073
Attachments: T1308GHR073,Parker,Michelle.pdf

Hi John,

Please replace previous order with attached – previous order did not have the training officer's signature. The billing information is still the same.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303